

Tips for applying to US Embassy in Tbilisi

If you want your application to be noticed and for your qualifications to be recognized, please follow the advice given below. We often receive hundreds of applications. Often times there are many who fully meet all the qualifications; only the most competitive candidates are called in for further testing and interviews. In light of this, we recommend that you apply only if you fully meet the qualifications for the position. Again, please look over the qualifications list carefully. If you feel that you are **fully qualified** for the position follow the guidance below and your application will be processed quickly and correctly.

Please note that all hard copy Applications, Resumes and or C.V. should be sent directly to:

Chancery at 11 George Balanchine str.

Tbilisi/Georgia,

ATTN: HR Department

Applications, resumes and CVs can be sent via **Email** and **this is the preferred method of delivery.** You will receive an automatic response from the server informing you that your email has been received. Unfortunately, due to the high volume of applications we receive, we are not staffed to respond to applicants' questions sent via Email. Specific inquiries should be made by phone. If you receive a reply from the server, you can trust that we have received your application.

Remember, the candidate reduction process is done quickly and you don't want us to miss any important points. The information below can help put together a comprehensive package.

1. All Resumes/C.V.s should be formatted to match the job announcement.(See the sample posted on the webpage) This greatly speeds up the qualification review process and helps show us that you meet all of the qualification listed in the job announcement. In other words, list your qualifications in the same order as listed on the job announcement or provide a cover letter that provides this information. We will look at all applications received but this will help us recognize your unique qualifications.

2. If you send us your Resume/CV via Email they should be included as an attachment to the email and not in the body of the email.

3. Cover letters enhance your application and can show off your writing skills. Cover letters should be no more than one page in length and should tell us a little about you, list your qualifications for the position and show us why you are the best qualified for the position. This should also be included in the Email as an attachment. Writing about the requirements for the job and how you meet them can be very helpful in the review process.

4. The subject line of the email you send in to **HROTbilisi@state.gov** should include the following:

- a. "Application for"
- b. The Announcement number located in the top of the vacancy announcement"
- c. The Position Title, Example "Admin Clerk"

It should look something like this: "Application for VA 19/07, Admin Clerk"

5. Including other documents with your application is not necessary at this time. If you are selected for an interview, please bring the things you would like to have included with your application, i.e. Awards, Certificates, Diplomas, Letters of Recommendation etc... We don't need to see these initially but you should bring them with you to your interview if they prove your qualifications. If you are selected for an interview you can bring these and any other documents you would like us to consider.

6. Filling out the Optional Form 612 (OF-612) is optional; however, your Resume/C.V. must, at a minimum, include all the information contained in the OF- 612 so if you chose not to fill it out, you should at least familiarize yourself with the information requested on it. This will ensure that your Resume/C.V. is complete. You can download a copy of the OF-612 from our website.

7. When you send in your documents please ensure that all of your information is contained in a single email so we only have to open one email for each job you are applying for. If you send us multiple emails it increases the chance of our missing something that you would like to have included in your application. We want to make sure your application is complete.

8. We will not consider incomplete applications. Sending us an email that says, "Please consider me for this position." is not a complete application and will not be reviewed. It will be logged into the system and be checked off as incomplete.

9. Being able to follow instruction is a very important quality. If your application/C.V. is not in the format described or if there is missing or incomplete information, it will be noticed and it could affect your standings in the group being considered for the position. Please look at the sample résumé provided.

Thank you for your attention. I hope these tips help you complete a successful application with the U.S. Embassy. If you have comments or suggestions please send them to the HROTbilisi@state.gov address. We are always looking for ways to improve the process. Good luck in your search for employment.

Richard A. Marsh

Human Resources Officer

U.S. Embassy, Tbilisi, Georgia